

Occupational Health Records

Electronic Occupational Health records are stored on a secure server. These records can only be accessed by the Occupational Health team using log in / passwords. Paper records are held in accordance with the Data Protection Act (1998) and Access to Medical Reports Act (1988). They are stored securely in locked cabinets and only the Occupational Health team have access to the keys. Access to the office is restricted to Occupational Health or authorised staff only. The office is locked during out of office hours so no-one can access any information.

If you wish to view or receive a copy of your Occupational Health records held by Workplace Health & Wellbeing, we require your request in writing.

Where possible we will arrange for you to go through your records with an appropriate member of staff so that any questions can be answered at the time.

Please be aware that there will be a charge if you require a copy of your file.

Under the Data Protection Act (1998), information can be withheld if it is felt that access to the data is likely to cause serious harm to yourself or to another person (this is exceptionally rare) or that the records contain information about another person who has not granted consent for disclosure.

Important Note

Please allow sufficient time to arrive for your appointment. If you think you are going to be late please telephone in advance so we can advise whether it is worth continuing your journey.

Your employer may incur a charge for non-attendance or less than 24 hours' notice of cancellation.

Confidentiality

All Occupational Health staff sign a confidentiality agreement which ensures that all information received whilst working within the department remains confidential.

No confidential health information will be shared without your consent.

Your immunisation status can be sent to your line manager so they have knowledge of your protection.

Where you have refused to give consent but we feel there is a safety implication for your role, a member of the clinical team will inform you that on this occasion confidentiality will be broken and your manager will be informed.

Where to find us

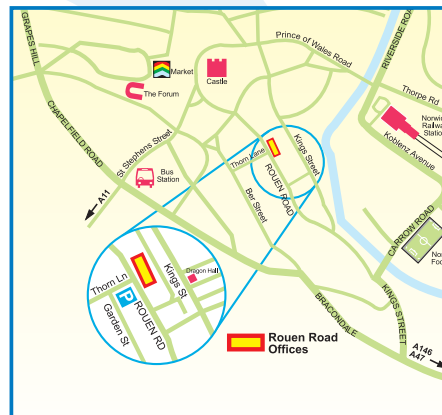
Level 1, 20 Rouen Road,
Norwich NR1 1QQ

Tel: 01603 287035 Fax: 01603 287026

We are based close to the city centre and within walking distance from Norwich Railway station (approx. 10 minutes). There is a large 'pay and display' car park directly opposite

We are open:

Monday – Friday: 08.30 – 17:00



WORKPLACE HEALTH & WELLBEING

Norfolk and Norwich University Hospitals
NHS Foundation Trust

Employee What to Expect:
Immunisations



What is Occupational Health About?

Occupational Health is concerned with the effect of work on health and making sure employees are fit for the work that they do. We work with employers and employees to try to minimise the effects work can have on health.

If you are visiting Workplace Health & Wellbeing for the first time, or are not familiar with the service, we hope the following information will be of help:

About us

We are a team of Doctors and Qualified Nurses known as Advisers. We are trained and experienced in Occupational Health and supported by a team of experienced administrators.

Appointments

Employees attend Workplace Health and Wellbeing for a variety of appointments which look to protect and monitor aspects of your health in relation to your work environment.

What are workplace immunisations?

Many jobs (particularly those associated with healthcare) can bring employees into close contact with a range of different infections and diseases. Vaccinations can provide protection against some of these and also prevent disease transmission to other people (patients).

Employers have a legal duty to protect the health of their staff and must assess the risk of infection. When a risk has been identified an employer must take suitable precautions to protect the health of the employee.

How do vaccines work?

Vaccines work by making us produce antibodies to fight disease without

actually infecting us with the disease. If the vaccinated person then comes into contact with the disease itself, their immune system will recognise it and immediately produce the antibodies they need to fight it.

Some occupations are at greater risk of coming into contact with diseases:

- Healthcare workers (doctors, nurses, support assistants and Chiropodists etc.)
- Council (street cleaners, refuse and disposal workers)
- Prison and detention employees
- Tattooists and body piercers
- Plumbers and sewage workers
- Military personal

Workplace vaccinations include:

- **Measles, Mumps, and Rubella (MMR)** - are highly infectious conditions that can have serious and potentially fatal complications
- **Varicella (Chickenpox Shingles)** – can be a serious condition in adults and particularly during pregnancy
- **Hepatitis B** – a virus carried in blood and bodily fluids which infects the liver
- **TB-BCG** – an infection caused by bacteria. It is spread through microscopic droplets in the air when an infected person coughs, sneezes, laughs, etc.
- **Influenza** – is a highly contagious virus which spreads quickly

Blood Tests

During immunisation appointments we sometimes take blood samples to test whether you have immunity to a particular disease.

Exposure Prone Procedures (EPP)

Some occupations such as; dental staff, surgeons and midwives need particular blood tests because they work with

sharp instruments, needle tips or sharp tissues (e.g. bone or teeth) inside a patient's open body cavity or wound.

The blood tests include:

- Hepatitis B
- Hepatitis C
- HIV

Your appointment:

Immunisation appointments take place with an Occupational Health Adviser and will take approximately 20 minutes. The Adviser will confirm the reason for the appointment and explain the process with you. As part of the appointment the Adviser will go through your immunisation history and could ask about any relevant current or past health problems. You will also be given the opportunity to ask any questions regarding immunisations.

Note: Please bring evidence of previous immunisations with you to the appointment. This can often be obtained from your GP and may prevent unnecessary vaccinations

Are there any side effects?

It is common to get some swelling, redness or tenderness at the injection site but this usually goes over a few days. More serious effects are rare but can include fever, headache, dizziness, feeling sick and swollen glands.

Consent

Various methods of consent are used within Workplace Health & Wellbeing for immunisation appointments. This could be:

Implied – When individuals attend for blood tests, blood pressure checks etc. No intervention will take place without your agreement.

Verbal Consent – When you receive vaccinations having had a discussion with the nurse about the process and any possible side effects